

Program Analyst Student Trainee Position

Office of the Chief Financial Officer (B)
Resources Analysis and Management Office (BR)
NASA Glenn Research Center, Cleveland, OH

Job Description: Co-op student will assist program analysis in the resources Office mainly in the area of budget execution. Student will learn how to access the Center accounting database and produce reports to be used in the tracking of program/project or functional areas. Student will be given discrete assignments that will require analysis of different types of data and their incorporation into a final report. Student will become proficient in using both mainframe and spreadsheet software. Rotations in Research and Technology and institutional budget areas will expose student to all types of programmatic budgeting.

Length of Position: Alternating quarters/semesters until graduation.

Job Openings: One Position

Eligibility: Junior in Business, Finance, or Accounting)

- Minimum entry GPA 3.0 (4.0 scale)
- United States Citizen
- Enrolled as a full-time student
- Enrolled in university's co-op program
- Must be recommended by appropriate staff member from University.

Salary Range: Based on 2004 OPM salary table:
\$10.18 - \$15.83 per hour (undergraduate student)

Closing Date: Until filled